



CITY OF CONCORD

New Hampshire's Main Street™
Human Resources Department

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations
DATE: December 28, 2022
SUBJECT: Amend Schedule D to Modify the Position Specified in the Attached Ordinance

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing date in February for the proposed ordinance to modify the position of Assistant Information Technology (IT) Director as indicated on the Position Classification Schedule D.

Background

The Assistant IT Director position has been vacant since the promotion of the incumbent to the Director of IT position. Recognizing the need to fill this vacant position as soon as possible and considering the employment challenges in municipal work but specifically in STEM related positions like IT, the Director of Human Resources is requesting an elevation of the labor grade of this position from a 22 to a 23. The position will need to be modified on our position classification index known as Schedule D.

Discussion

The position has been classified as per the attached ordinance. Schedule D must be modified in order to properly amend the City's position classification system. In order to accomplish the aforementioned, the City Council would have to set a public hearing for February and then approve the position as per the attached ordinance. The department has operated with a vacancy since the May retirement of the former IT Director and as a result of the former Director's step within the labor grade, the Office of Management and Budget has confirmed that this elevation of labor grade for the Assistant IT Director can be accomplished during this fiscal year without exceeding the current payroll budget for IT. This elevation would allow the compensation to be more fairly placed within the scope of the position and includes the functions of project management for our ERP system that our current Systems Analyst II manages.

Respectfully Submitted,
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager